

The **Executive Office** is comprised of the Administrative Director, the Executive Assistant to the Director, the Senior Attorney, attorneys, and administrative staff. Through the Administrative Director, the Executive Office is responsible for leading and coordinating the operations of each of the Divisions of the Administrative Office and serves as a central resource for myriad issues which impact the administration of the judicial branch. The Executive Office plans and directs Administrative Office staff support for the Supreme Court, Supreme Court Committees, and the Committees of the Illinois Judicial Conference. One of the duties performed for the Supreme Court is the preparation of an administrative agenda for presentation during each of the Court's terms. The Administrative Director, in collaboration with the Chief Justice and the Office staff, prepares the agenda, distributes the materials to the Court, and presents the agenda issues to the Court for its consideration and determination. Agenda items approved by the Court for action are then implemented by the Director through the Executive Office. Executive Office staff also assists the Director in the administration of certain Supreme Court Rules. Pursuant to Supreme Court Rule 39, Executive Office staff conducts the election process for the appointment and reappointment of all associate judges as provided for under the rule. In 2003, the Executive Division planned for and administered the quadrennial application and appointment process for Illinois' 367 authorized associate judge positions. The Executive Office also processes applications filed under Supreme Court Rule 295, which concerns the assignment of associate judges to felony jurisdiction. Additionally, applications for licenses issued to those law students seeking to provide limited legal representation under Supreme Court Rule 711 are processed through the Executive Office. Other matters which fall within the scope of the Executive Office include securing and tracking legal representation through the Office of the Attorney General for members of the judicial branch named in a case or controversy arising out of their performance of their official duties. Executive Office staff also negotiate, prepare, and manage office leases and contracts for the Supreme and Appellate Courts, mandatory arbitration programs, and the Administrative Office. All vendor contracts generated by the Administrative Office for use in contracting for goods and services are also reviewed and approved by the Executive Office. Written summaries of recent Supreme Court opinions are prepared by legal staff in the Executive Office for distribution to all Illinois judges. The Executive Office provides secretariat services to the Illinois Courts Commission, including filing and preservation of the Commission records, distributing the Official Illinois Courts Commission Reports, and performing all other duties typically executed by a clerk of a court of record. Finally, Executive Office staff prepares and executes grants which provide for programming funded through the Lawyer's Assistance Program Act.

The **Administrative Services Division** consists of five units that provide technical and support services to the judicial branch: Budget, Vouchering, Payroll, Human Resources, and Mail/Reprographics. The Budget Unit works closely with the Director of the Administrative Office to develop the judicial branch budget, as well as to provide daily accounting of expenditures and projected operating costs. This unit also provides procurement and inventory control, maintains contracts and leases, and carries out all other fiscal reporting requirements. Ad hoc reports are generated concerning these and related services for the Director and Supreme, Appellate, and Circuit Courts and their support units. The Vouchering Unit processes all payment vouchers for the Supreme Court, the Appellate Court, the state-paid functions of the Circuit Courts, and the Administrative Office. At the conclusion of the most recent fiscal year, the Administrative Services Division processed approximately 43,100 payment vouchers for the judicial branch. The Vouchering Unit also maintains all accounting records for the expenditure of resources appropriated by the General Assembly. The Payroll Unit maintains all payroll records for current state-paid judicial branch employees and limited records of previous employees. The unit works with the Office of the Comptroller in processing the payroll for over 2,200 current judicial branch employees. The Human Resources Unit provides personnel services to judicial branch employees by coordinating employee benefit programs with the Department of Central Management Services. These benefits include health, dental and life insurance, as well as workers' compensation. The Human Resources Unit also works with judicial branch employees and managers in administering the judicial branch classification and compensation plan and the sick and

vacation leave benefits. The Mail/Reprographics Unit oversees the distribution of mail and parcel services for the AOIC. The Unit coordinates copying and mailing of larger projects for the office.

The **Court Services Division** is involved in a wide range of activities and projects affecting judges, circuit clerks, court reporters, and other components of the judicial branch of government. Ongoing responsibilities include staffing committees of the Supreme Court and the Judicial Conference as well as the Conference of Chief Judges, production of the Judicial Conference Report, and production of this annual report. The division also provides ongoing legislative support services to the Supreme Court, and prepares summaries of pending and enacted legislation for the chief circuit judges and circuit clerks. Division staff serve as liaison for court-annexed mandatory arbitration programs and mediation programs. During 2003, division labor relations personnel represented judicial employers in collective bargaining for approximately 40 contracts. In May 2003, at the request of the Illinois Association of Court Clerks and with the approval of the Director, a joint Court Information System Technology Advisory Committee (CISTAC) was formed. The committee invites other state agencies to bring issues to and provide information for the committee's meetings. The Director assigned Court Services and JMIS Division staff to serve as liaison to the newly established Special Supreme Court Committee on Professionalism. The Committee on Professionalism is charged with providing recommendations to the Supreme Court on ways to promote respectful conduct, as the norm, within the legal profession. During 2003, the Committee on Professionalism conducted several town hall meetings throughout the state to gather input from law practitioners on how to improve and promote civility within the legal profession. The committee also coordinated with Illinois law schools and became part of the orientation process whereby justices of the Supreme Court addressed incoming law students on the importance of professional conduct and administered an oath of professionalism to the students. The Court Services Division continues to administratively process membership applications for membership in the Capital Litigation Trial Bar. In 2003, additional staff resources were dedicated to the Court Improvement Program (CIP) and 11 local programming proposals were selected for funding with FFY2002 grant funds. A new vendor was selected to manage the Judicial Performance Evaluation Program which remains a voluntary program. During 2003, the Court Services Division held three statewide symposia designed to provide the judiciary with strategies for increasing revenues by enforcing the collection of court ordered payment of fines, fees, and costs. Areas of service to circuit clerks include guidance and technical support to the circuit clerks and their staff. During the year, relevant changes were made to the *Manual on Fines and Fees* and the *Manual on Recordkeeping*. The *Manual on Recordkeeping* was amended to implement an accurate statewide data collection system that complies with federal juvenile case requirements for abused and neglected children. The Division staffed the Ad Hoc Article V Committee of the

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Conference of Chief Judges who recommended changes to the Supreme Court Rules under Article V. Division staff assisted in the development of the *Electronic Access Policy for Circuit Court Records of the Illinois Courts* and the *Policy for Implementation of an Electronic Filing Pilot Project in Illinois Courts*, both of which were adopted by the Supreme Court, effective January 1, 2003. These policies provide for the orderly development of practices and procedures for electronic receipt, maintenance, and dissemination of court records. The Automated Disposition Reporting Program was expanded to its present level of 77 counties. The Division also supplied merged jury lists, petit juror handbooks and grand jury handbooks to the counties requesting them. The Court Reporting Services staff worked with the Director and the Supreme Court to create the Administrative Regulations: *A Comprehensive Document Governing Court Reporting Services for the Illinois Courts*. This document, along with Supreme Court Order M.R. 19051, effective October 20, 2003, vacated and replaced four documents which previously provided guidelines for court reporting services in Illinois. The new document provides information and instructs court reporting services employees on the responsibilities of their position, as well as provides guidelines to the Chief Judges for the administration of reporting services in their circuit. In addition to the new regulations, regional court reporting services supervisor meetings were held to facilitate an information exchange between supervisors in different jurisdictions and the Administrative Office. During 2003, Court Reporting Services staff administered Computer Proficiency Exams to 42 court reporting services employees and the Realtime Proficiency Exam to 65 employees. The electronic recording project expanded to 28 additional courtrooms in 2003. New systems began operating in Calhoun, Champaign, DeKalb, Madison and Massac counties. Additional courtrooms were added to systems which were already operational in Jersey, McHenry, St. Clair and Will counties. The division also continued to assist the circuit courts in their efforts to address the need for court interpreters. Finally, the division assisted the Director in monitoring the progress of the repair and renovation of state owned facilities used by the judicial branch. These facilities included the Supreme Court Building in Springfield, the three courthouses of the Second, Third and Fifth Appellate Districts, and the recently renovated Fourth Appellate courthouse (formerly known as the Waterways Building) located in the Capitol Complex in Springfield.

The **Judicial Education Division** provides administrative oversight of continuing education programs for Illinois' more than 900 judges. In doing so, the division provides staff support to the Judicial Conference Committee on Education which is charged by the Supreme Court with developing a comprehensive series of judicial seminars on an annual basis. In addition to recommending topics, the Committee also identifies and recruits judicial faculty panels to teach each seminar and crafts a "seminar charge" to guide its preparation. Division staff work with the Committee to develop the annual seminar series as well as to staff individual seminar faculty panels in all stages of seminar preparation and implementation, including development of seminar curricula, materials and presentations. In Conference Year 2003, the Division also worked with the Committee to oversee presentation of the second biennial Illinois Advanced Judicial Academy at the University of Illinois College of Law in Champaign, which provided an intensive five-day educational forum for Illinois judges to examine the underpinnings of the rules and principles of evidence and to examine the legal and cognitive processes for determining facts. In addition to the Academy, the Committee and division conducted a full schedule of seminars comprised of nine regional (2 day) seminars, four mini (1 day) seminars and the annual DUI seminar. The Committee and division also presented a New Judge Seminar and a Faculty Development Workshop for all Illinois judges serving as faculty for Judicial Conference programs. In addition to its work with the Committee on Education, the division also works closely with the Supreme Court Committee on Capital Cases to plan and present Capital Cases Seminars for Illinois judges hearing death penalty cases, which are conducted under the auspices of Supreme Court Rule 43.

In conjunction with its oversight of judicial education programming, the division staffs the Judicial Mentor Committee to administer the Judicial Mentoring Program, which provides an experienced judicial mentor for all new Illinois judges taking the bench. Lastly, the division operates the Resource Lending Library,

which continues to serve as a valued judicial education resource. Loan material available through the library includes videotapes, audiotapes and publications. Permanent use items include seminar reading materials, bench books, manuals, and other materials. Last year, 1063 loan and permanent use items were distributed to judges and an additional 431 judges requested one or more “on-loan” items from the library.

The **Judicial Management Information Services Division (JMIS)** provides technology to the offices and staff of the Illinois Supreme and Appellate Courts, the Supreme Court supporting units, and all divisions within the Administrative Office of the Illinois Courts. JMIS implements technology at the direction of the Administrative Office Director and Supreme Court with the primary objective of improving the procedures and efficiencies of court operations. JMIS responds to the needs of the judicial branch for application development and information processing by analyzing processes, designing applications, or procuring technology that leverages existing investments with an overall goal of improving organizational benefits to office procedures.

Technology initiatives projected during the past year include the continued installation of digital recording systems. To date, there are 155 circuit court courtrooms equipped with central control or stand alone digital recording capabilities. An electronic filing pilot project is expected to proceed as well as continued review of the Court's public access to court data policy. Work is expected to continue on the Integrated Justice project coordinated by the Illinois Criminal Justice Information Authority to develop and maintain information and communications systems for law enforcement and public safety agencies in Illinois. Finally, JMIS plans to leverage the Internet and Internet technologies to improve information exchange. The Illinois Court's web site (www.state.il.us/court) continues to expand to provide information to the legal and educational communities as well as the general public.

The **Probation Services Division** provides services to chief judges and their probation staffs in all circuits. The Probation and Probation Officer Act, at 730 ILCS 100/15(1), states: "The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act." Consistent with its statutory responsibility, the mission of the Probation Division is to improve the quality, effectiveness, and professionalism of probation services in Illinois. In carrying out this mission, the Division's monitoring, standard-setting, and technical assistance activities extend to all aspects of the administration and operation of Illinois probation and court services departments. These activities include the administration of state reimbursement to counties for probation services, review and approval of annual probation plans submitted by each department, collection and analysis of statewide probation data, administration of probation employment and compensation standards, development and implementation of effective correctional intervention strategies for offenders on probation, monitoring and evaluation of probation programs and operations, administration of the interstate compact for probationers transferring into or out of the state, design and delivery of basic and advanced training for probation personnel, and provision of technical assistance and staff support to circuit courts to improve the administration and operation of probation services in Illinois.

A priority for the Division in 2003 was intensification of its efforts to implement evidenced-based assessment and intervention models to promote more successful case outcomes. These improved probation practices are aimed at enhancing public safety by reducing the risk of re-offending for offenders sentenced to probation. To assist in this effort, and in response to an application submitted by the Division on behalf of the state's probation system, Illinois was selected as one of two states that will receive major, long-term technical assistance from the National Institute of Corrections to implement statewide strategies for the “Effective Correctional Management of Offenders in the Community.”